



# California Public Employees' Retirement System

PERS-HRD-88.DOT (Rev. 1/99)

REQ#6689

## POSITION DUTY STATEMENT

**INSTRUCTIONS:** The Executive Officer is required by Government Code Section 18805 to report (or to record) "... material changes in the duties of any position in his jurisdiction." The Position Duty Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the proportion of work time occupied. Prepare copies for employee assigned to the position and his/her supervisor.

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|--------------------------------------------------------------------------------------|
| Title of Position<br><b>Accounting Officer (Specialist)</b>                          |
| Division and/or Subdivision<br><b>Fiscal Services/Administrative Accounting Unit</b> |
| Location of Headquarters<br>400 P Street, Sacramento, CA 95814                       |
| Class Title of Position<br>Accounting Officer (Specialist)                           |
| Position Number<br>275-220-4546-910                                                  |
| Effective Date<br>2/01/10                                                            |

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|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Percent of Time Required | Effective on the date indicated, under the general supervision of the Supervisor of the Accounts Payable Unit within Administrative Accounting Section, the employee assigned to the position identified above performs the following professional duties and is responsible for the following:                                                                                                                                                                                                                                                                                                                                                                              |
| 40                       | Review and maintain vendor accounts in the PeopleSoft accounts payable system. Research, analyze and perform follow-up activities to keep accounts current. Analyze, identify and resolves more complex issues and communicate with internal customers, vendors, and control agencies during this process.                                                                                                                                                                                                                                                                                                                                                                   |
| 30                       | Analyze and researches, and take appropriate action to rectify reconciling items and accounting issues. Verify and journalize expenditure adjustments as appropriate. Create and process journal entries for direct transfers from the State Controller's Office. Validates and schedules various invoices for payment (accounts payable) in compliance with departmental policy, the State Administrative Manual, and accounting procedures prescribed by the State Controller's Office. Applies accounting principles and departmental policies to ensure appropriate accounts, funds, and fiscal years are utilized to provide accurate and consistent financial reports. |
| 20                       | As an analyst and a liaison among the department, vendors, program staff and IRS for the income tax issues and 1099 reporting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 10                       | Special projects involving research and analysis of policies, developing procedures, documenting work flow, and initiating/implementing business process improvements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

Use Additional sheet(s) if necessary